

TOWN OF

DARIEN, CONNECTICUT

EMERGENCY OPERATIONS PLAN

ANNEX "I"

LAW ENFORCEMENT

Approved By:

Hugh McManus, Chief of Police

Date

John W. Jordan, Director
Darien Emergency Management

Date

DARIEN POLICE DEPARTMENT ANNEX

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DARIEN POLICE DEPARTMENT ANNEX

I. AUTHORITY

Authority for this Annex is contained in Darien's Emergency Operations Plan (EOP); Title 28, Chapter 517 of the Connecticut General Statutes as amended, and such Executive Orders and Town Ordinances as may be applicable.

II. MISSION

- A. To maximize the survival of people, prevent and/or minimize injuries, preserve property and resources; and maintain/restore law and order in the Town of Darien or relocation areas by making use of all available manpower, equipment, and other resources in the event of natural or human caused disasters affecting the town.
- B. The specific missions assigned to this department by the town's Emergency Operations Plan are enumerated in Attachments 3 and 4 to this Annex.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

- 1. The town is vulnerable to many types of disasters including: power failure, flood/flash flood, winter storm, coastal storm, hurricane/tropical storm, air accident, rail accident, tornado, and in transit hazardous materials incident/ accident.
- 2. The Police Department is an emergency organization with capability to receive "watches" and "warnings" 24 hours a day.
- 3. Emergency backup electrical power is available at Police Headquarters in sufficient quantity to maintain operations during an emergency or disaster.
- 4. The department has patrol vehicles, emergency vehicles and equipment, which would be made available for emergency/disaster response operations (see Attachment 2).

B. ASSUMPTIONS

- 1. An emergency or disaster can affect the town at any time.
- 2. Some advanced warning may be received in all natural and human caused disasters with the possible exception of tornadoes.

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3. Violations of law and order will increase during an emergency or disaster.
4. Most law enforcement personnel will be on duty during any emergency or disaster.
5. The town may experience the loss of power, telephone service, and other utilities during an emergency or disaster.
6. In a large-scale emergency or disaster, the manpower and resources of the Police Department may not be sufficient to effectively carry out the mission stated in Item II above. Therefore, outside assistance may be necessary.
7. Existing verbal and written mutual aid agreements in effect at the time of the emergency or disaster will be used if feasible to do so.
8. Additional manpower and resources may be available from police departments from surrounding communities, the Connecticut State Police and the Connecticut National Guard.

IV. **THE GENERAL PLAN**

A. **ORGANIZATION**

1. Law enforcement in Darien is provided by a paid department under the command of the Chief of Police.
2. The Police Chief has direct control over the Police Department with the responsibility of assigning all personnel to their respective posts, shifts, details and duties, making rules and regulations concerning department operations and the conduct of all officers and personnel thereof. The authority of the Chief shall be limited only by the First Selectman (CEO) in local, state and federally declared emergencies. Any personnel assigned to the Police Department will be under the direct command of the Chief of Police or his designee.
3. The Chief of Police, or the person legally administering that office, is responsible for carrying out the missions assigned to law enforcement by the town's Emergency Operations Plan.
4. The Chief is responsible for the training, efficiency and discipline of all personnel, and for the care and custody of all property used by the department.
5. The current command structure will be maintained, except as may be noted in the department's Standard Operating Procedures (SOP).

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6. A supervisor assigned by the Police Chief shall be responsible for communications and other records, bomb disposal response, and civilian personnel.
7. Responsibility for identification, detention and liaison duties will be under a supervisor designated by the Chief of Police.
8. A close liaison with such town departments as Fire, Building, Public Works, Emergency Management, etc. is maintained at all times. (Note: The Police Department Organizational Chart is Attachment 1 of this Annex).

B. CONCEPT OF OPERATIONS

In the event of a major emergency or disaster, the Police Department will conduct operations under the provisions of the town's Emergency Operations Plan, this Annex and the department's Standard Operating Procedures (SOP).

1. MITIGATION

The Police Department shall carry out hazard mitigation activities as appropriate to the law enforcement function.

2. INCREASED READINESS OR PRE-DISASTER PHASE

This phase is that period of time from receipt of initial notification of a potential emergency to the onset of the emergency. The length of time in an Increased Readiness Phase may vary from a few minutes to several weeks.

INCREASED READINESS ACTIONS

- a. Upon receipt of a "watch" or "alert" notification, the on duty officer will notify the Chief of Police, all on duty personnel as well as those persons designated by the Police Chief.
- b. The Chief of Police, upon being notified of this phase, will call together such supervisors and officers as deemed necessary for the purpose of briefing. Responsibilities outlined in the Emergency Operations Plan and in this Annex shall be reviewed. Preparations to mobilize the entire department shall be made.

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- c. The Chief shall order that all police equipment and supplies be checked for operational readiness; patrol vehicles filled with gas and oil; emergency generator started and tested; emergency fuel supplies for vehicles and generator inventoried; weapons and ammunition, regulatory signs, flashlights and batteries, all inventoried and checked for proper function.
- d. Determine needed record forms and arrange for housing and feeding of on duty police personnel if necessary.
- e. The Chief shall designate personnel to insure that the police section of the Emergency Operations Center (EOC) is ready for use and all equipment, especially police radio, is operational. The Chief will also insure that the department has a designated representative to report to the EOC.
- f. If the emergency is of a local nature, other surrounding communities will be alerted.

3. EMERGENCY PHASE

This phase is the period of time during which an actual emergency is occurring, with or without warning. Action will be taken immediately to evaluate the emergency and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community.

EMERGENCY ACTIONS

- a. The Chief of Police, through the command structure, shall isolate emergency area and direct the restriction of ingress and egress of all emergency personnel. Personnel assembled in staging areas should be deployed as instructed during briefing.
- b. Augment when necessary, police identification section with sworn police personnel, civilian police personnel, or where appropriate, volunteers to facilitate:
 - (1) arrest and booking procedures
 - (2) body identification (in conjunction with the Health Department).
- c. Police personnel will be prepared to assist in the locating of victims, and where necessary, the transportation to, or rendering of, emergency medical care.

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- d. It shall be the duty of the Desk Officer to receive and relay all pertinent communications to appropriate authorities including the EOC.
- e. If the emergency situation develops so as to preclude the Increased Readiness Phase, on-duty police personnel shall be briefed and deployed by the Shift Commander for rescue operations, traffic and crowd control as soon as possible, and concurrent with activation of "fan out" procedures.
- f. Emergency operations shall be conducted in the most efficient and expeditious manner possible using all available manpower, equipment and other resources.

4. RECOVERY PHASE

This phase is that period of time when the emergency or disaster has subsided to such a degree that recovery operations to restore the community to normal conditions can begin. Some recovery actions may commence during the Emergency Phase.

RECOVERY ACTIONS

- a. Immediately following an emergency, actions shall be directed to restore, to the extent feasible, normal operating conditions.
- b. The Chief of Police shall coordinate receipt of police field damage reports, in order to better facilitate identification of maximum effected areas.
- c. Access to emergency areas should continue to be limited to authorized personnel only.
- d. Police personnel assignments shall be reviewed by the Chief of Police, and non-essential posts or assignments should be discontinued, and personnel redeployed for search and rescue operations, traffic and crowd control.

V. SUPPORT

Support and assistance in personnel, materials and equipment can be expected from neighboring towns under mutual aid understandings, provided their local emergency conditions will permit.

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Supporting and assisting agencies might include, but not be limited to:

- Police Departments from surrounding communities
- State Police
- Local Fire Department
- Fire Departments from surrounding communities
- Public Works Department

VI. DIRECTION AND CONTROL

- A. The Police Chief, or the person legally administering the office, will exercise complete authority over all Police Department operations in the town in accordance with mission assignments contained in the Emergency Operations Plan and its Annexes. As the emergency situation requires, the Chief may make such other assignments of command and control as deemed necessary.
- B. When the Darien Police Department personnel are operationally engaged in the town itself, both operational control and direction of emergency forces are retained. When operating on a mutual aid basis in another community, operational control is then exercised by the authority at the scene of operations, but direction is retained by Darien authority. Conversely, personnel sent to Darien aid, comes under control of the Darien authority, but remain under the direction of the parent agency.
- C. In order to ensure continuity in the operation of the Darien Police Department, the following line of succession shall be in effect:
 - 1. Police Chief
 - 2. Staff Captain
 - 3. Line Captain
- D. Police are dispatched from Police Headquarters. If the emergency situation requires the evacuation of Police Headquarters, police will be dispatched from the alternate Emergency Operations Center (EOC).

VII. SPECIAL REQUIREMENTS

A. Record Keeping

The department will keep accurate records and logs of all actions taken during disaster emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise, must be accounted for by receipts and written records in detail.

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B. Annex Review and Update

This Annex shall be reviewed and updated as changes occur throughout the year. All changes shall be forwarded to the Emergency Management Director as they occur. At a minimum this Annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all holders prior to the completion of the four-year review cycle.

VIII. PROMULGATION

This Annex will become effective upon the approval of the Emergency Management Director, and Chief of Police. When approved, this Annex will supersede any and all previously written and approved Police Department Annexes.

It is intended that this Annex conform to the terms and conditions of Title 28, Chapter 517 of the Connecticut General Statutes as amended, the State of Connecticut Emergency Operations Plan, such Federal Acts and Regulations as may be applicable and any local Emergency Management (Civil Preparedness) Ordinances.

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Attachment 1

ORGANIZATIONAL CHART

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONES</u>	
		<u>HOME</u>	<u>BUSINESS</u>
Chief of Police	Hugh McManus	203-853-4534 Pager 398-0702	662-5310
Staff Captain	Frederick Komm	203-375-3028 Pager 398-0715	662-5312
Line Captain	Duane Lovello	203-452-9133 Pager 398-0689	662-5313

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Attachment 2

DEPARTMENTAL STATISTICS

Name of this Department:	Darien Police Department
Department Address:	Hecker Avenue Darien, CT 06820
Telephone Number (s):	(203) 662-5300 (Routine Calls) (203) 662-5301 (Priority Calls)
Number of Officers in Department:	<u>51</u>
Number of Civilian Employees:	<u>06</u>
Number of Vehicles in Department:	<u>19</u>
A. Patrol Cars	<u>08</u>
B. Unmarked Cars	<u>08</u>
C. Truck's	<u>01</u>
D. (K-9) Van	<u>01</u>
E. Underwater Rec. Vehicle	<u>01</u>
Other Equipment in Department:	
A. Small Portable Generator	
B. Portable Electric Air Compressor	
C. Specialized Weapons	
D. SCUBA Equipment	
E. Night Vision Equipment	
F. Marine Unit with Trailer	

MISSION ASSIGNMENTS

The CHIEF OF POLICE has major responsibility for:

1. Receiving and relaying all official alerts and warnings to the First Selectman and other appropriate officials.
2. Traffic control during an emergency or disaster.
3. Protecting, relocating and housing prisoners in custody during emergency situations, if necessary.
4. Security and protection of property in the disaster area, evacuated area, and other affected areas.
5. Security and protection of critical facilities and resources.
6. Assisting in the movement of people to shelters or relocation areas when necessary.
7. Law enforcement and security in reception areas and centers, lodging and feeding facilities, emergency shelters, and relocation areas.
8. Protection of property and damaged area.
9. Assisting with the evacuation of disaster areas during emergency operations.
10. Providing personnel for staffing the Police Department radio position at Emergency Operations Center.
11. Providing security for vital installations, facilities, and resources.
12. Limiting access to evacuation area during response and recovery operations.
13. Controlling and limiting access to incident scene and evacuated and/or affected areas during response and recovery operations.

MISSION ASSIGNMENTS

14. Identifying and maintaining a critical resources inventory list indicating source and quantity.
15. Light rescue operations.
16. Establishing procedures to control and manage law enforcement organizations from other communities or the state, which may be requested to respond to a disaster situation.
17. Removing or arranging for the removal of bombs and/or explosives.
18. Assisting in disseminating warnings to the public.
19. Developing a departmental annex to the Emergency Operations Plan, and updating it as necessary based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc.
20. Carrying out responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

ALL TASKED ORGANIZATIONS

“All tasked organizations” include all other government or private sector organizations that have been assigned tasking in the Emergency Operations Plan to perform response functions.

1. Maintain current internal personnel notification rosters and SOP’s to perform assigned tasks.
2. Negotiate, coordinate and prepare mutual aid agreements, as appropriate.
3. Analyze needs and determine specific communications resource requirements.
4. Work with EOC communications coordinator to ensure equipment and procedures are compatible.
5. Identify potential sources of additional equipment and supplies.
6. Provide for continuity of operations.
 - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. Alternative operating locations provide a means to continue organizational functions during emergency conditions.
 - Protect emergency response staff. This includes actions to:
 - ◇ Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and anti-dotes for personnel assigned to perform tasks during response operations.

ALL TASKED ORGANIZATIONS

- ◇ Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.
- ◇ Provide security at facilities.
- ◇ Rotate staff or schedule time off to prevent burnout.
- ◇ Make stress counseling available.
- Ensure the functioning of communications and other essential equipment. This includes actions to:
 - ◇ Test, maintain, and repair communications and warning equipment.
 - ◇ Stockpile supplies and repair equipment.